

Getting Ready for December 2019 Shipments to Arrive

Housekeeping

- If you have problems hearing the presentation, dial in on a telephone. Dial-in information:
 - in the *Meeting Information* icon at the top-left of the screen
 - in your registration email (messenger@webex.com)
- Dialing in for audio is recommended for best sound quality.
- All attendees' lines have been muted due to the high number of participants.
- For questions or comments, use the “Q&A” function.

Objectives

Today's session will cover the following topics:

- Upcoming Events
- Precode Verification Report
- Materials List
- Initial Orders (Test Materials and Precoded Answer Documents)
- Additional Orders
- Barcode Files
- Questions

Upcoming Events

Important Dates

- Districts receive shipment of test materials: 11/18–11/22
- Districts receive test administrator manuals: 11/18–11/22
 - The shipment includes 3–5, 6–8, and EOC manuals.
 - One manual will be shipped per 15 students; districts receive 10 percent overage based on spring 2019 registration data.
 - A district packing list (DPL) and secondary copies of campus shipping notices will be located in the district white box (Box 1).
 - Additional copies may be ordered in the Assessment Management System during the “Districts order additional materials” window.
- Districts order additional materials: 11/11–12/3
- Districts receive precoded materials: By 11/25

Precode Verification Report

Precode Verification Report

- Before receipt of precoded answer documents, use the Precode Verification Report to review precodes.
- *Reports > Students > Precode Verification Report*
 - Available as a CSV and PDF
 - Final precode PDF includes precode records OOD/OOS test takers

The screenshot shows the 'Precode Verification Report' page in the ETS system. The top navigation bar includes links for 'Students +', 'Online Testing +', 'Orders +', 'Reports +', 'Structure +', and 'Admin +'. The main content area has two input fields at the top: 'Organization *' with a text input containing 'A A A_Do Not Use[000000000]' and a dropdown for 'Test Administration *' with 'Select a Test Administration'. A 'Download' button is on the right. Below this, the 'Precode Verification Report' section contains a 'Content' paragraph, a 'Uses' paragraph, and an 'Updates' paragraph. A 'NOTE' is also present. At the bottom, there are two more input fields for 'Organization *' and 'Test Administration *' (now showing '2019 DEC STAAR EOC'), and two buttons: 'Download CSV' and 'Download PDF'.

Students + Online Testing + Orders + Reports + Structure + Admin +

Organization *
A A A_Do Not Use[000000000]
No region provided[022950000]

Test Administration *
Select a Test Administration

Download

Precode Verification Report

Content: This district-level report, available during the precode registration window, contains a record for each precoded answer document a district is scheduled to receive. The report includes all data that will be printed on answer documents. After the precode window, a PDF report is available that includes the final listing of all precoded answer documents that a district will receive with their precode shipment. The report is organized alphabetically by campus, subject, and student.

Uses: Use this file to verify precode data prior to the close of the precode window and obtain a report (PDF) of precodes to be received.

Updates: The file is updated nightly.

NOTE: Changes made to test registrations after the precode window are not reflected in the PDF report and will not be included in the precodes the district is scheduled to receive.

Organization *
A A A_Do Not Use[000000000]
No region provided[022950000]

Test Administration *
2019 DEC STAAR EOC

Download CSV Download PDF

Precode Verification Report

- Lists all paper-based test registrations at the close of the precode registration window
 - One record for each precoded answer document that the district is scheduled to receive (serves as official record)
 - Available at the district or campus level
- Organized by campus, subject, student (alphabetical order)

Run Date: 10/27/16			STAAR EOC:Dec 2016 CAMPUS PRECODE STUDENT LIST																		PAGE 1			
DISTRICT = 999999000 Training ISD										CAMPUS = 999999001 Training HS														
FOR SCHOOL USE ONLY																								
LAST NAME	FIRST NAME	MI	DOB	PEIMS ID	GR	SEX	ETH	I	A	B	P	W	ED	TIA	MS	L	B	ESL	SE	GT	AR	CT	LOCAL STUDENT ID	LOCAL USE
LEED	ANDREW				09																		456490004	
GROSS	RAY				11		1					1	0	0	0	0	0	0	0	1	1		456490001	
LEED	ANDREW				09																		909090909	
TOTAL STUDENTS LISTED = 3																								

Materials List

Materials List

- Two options for viewing information on the quantities of all initial materials a district is scheduled to receive, separated by campus and district overage
 - *Reports > Orders > Initial Order Quantity Report*
 - *Orders > View & Track*

The screenshot displays the STAAR Assessment Management System interface. The top navigation bar includes links for Assessment Management, Students, Online Testing, Orders, Reports, Structure, and Admin. The main content area is divided into two sections: 'Initial Order Quantity Report' and 'View & Track'.

Initial Order Quantity Report

Contents: This district level report lists the quantity of testing materials a district is scheduled to receive with their initial materials order. The report identifies the quantity of materials by campus and district overage. Quantities in the report are actual quantities, not bundles or packages, unless otherwise noted.

Uses: Use this report to verify initial materials order shipments and to help identify additional material needs prior to an administration.

The report is made available per the dates indicated in the Calendar of Events (Materials Lists Available) and corresponds to the opening of the additional materials order window.

NOTE: Initial materials orders are determined by paper based registration counts provided for the administration. Refer to [Section 8.2 Initial Orders](#) of the STAAR Assessment Management System User's Guide for more information.

Test Administration * District *

[Download](#)

View & Track

To find an order, set the search criteria using the fields below, then click the **Search** button. Any matching order(s) display in the **Results** table. To view order details, click the **View** icon under the "Actions" column. To download the order details, click the **Download** icon, if available.

Testing materials shipped to districts are based on paper based test registrations in the system at the close of the precode window. Select **Initial** from the **Order Type** drop down menu and **Initial** from the **Order Type** menu to view and track.

Under **Order Type: Initial**, orders are tracked under **Order Type: Reports**.

Under **Order Type: Additional Materials**, orders are tracked under **Order Type: Reports**.

Click the **View** icon in the actions column to obtain order details in CSV format.

For more information, see [Orders of the STAAR Assessment Management System User's Guide](#).

* Denotes required field.

Test Administration * Order Number

Organization *

No region provided [022950000]

Materials List

Initial Order Quantity Report

- Contains the quantities of all initial materials a district is scheduled to receive, separated by campus and district overage
- District overage 10% of all campus-level materials combined
- Actual quantities listed, not bundles or packages, unless noted

The screenshot shows the 'Initial Order Quantity Report' page. The top navigation bar includes 'Assessment Management' (highlighted), 'Students +', 'Online Testing +', 'Orders +', 'Reports +', 'Structure +', and 'Admin +'. The page title is 'Initial Order Quantity Report'. Below the title, there is a 'Contents' section explaining that the report lists the quantity of testing materials a district is scheduled to receive. A 'Uses' section states that the report is used to verify initial materials order shipments. A note mentions that the report is made available per the dates indicated in the Calendar of Events. Below the text, there are two dropdown menus: 'Test Administration *' (set to '2019 DEC STAAR EOC') and 'District *' (empty). A 'Download' button is located at the bottom right.

Region Number	District name	District code	Campus name	Campus code	STAAR SHPG MAT 3 IN PAP BANDS	STAAR ID SHEET BDL 2018
21	TRAINING ISD	999996000			10	1
21	TRAINING ISD	999996000	TRAINING H S	999996009	10	0
21	TRAINING ISD	999996000	TRAINING J H	999996004	10	0

Reminder: Initial material orders for primary administrations are based off of paper registrations.

Materials List

Orders > View & Track

- Orders viewable by Order Type
 - Additional Materials
 - Additional Copies Reports
 - Initial Order
- Three Materials Type options for initial orders
 - Test Materials
 - Precoded Materials
 - Precoded materials – Braille
- View and track by district or campus

Materials List

Orders > View & Track



- Users can view orders by campus or district in the user interface.



- Users can download a CSV file by individual campus or district overage.
 - CSV file contains the same material quantities listed in the Initial Order Quantity Report along with additional order information (e.g., Order Number, Order Status, etc.).

Search Orders * Denotes required field.

Order Type * Test Administration * Order Number

Material Type * Organization *

Results: 6

#	Order Number	Order Date	Status 1	Organization Code	Organization
Filter:	<input type="text" value="Order Number"/>	From: <input type="text" value="Click Calendar"/> To: <input type="text" value="Click Calendar"/>	Status <input type="text"/>	Organization Code	Organization
1	TES9413799	Oct 08, 2019	Processing	220902000	

Materials List

ups QUICK START Tracking Shipping Services

You spoke. We listened.
The new and improved tracking experience is coming soon.

TRACK PACKAGES & FREIGHT UPS MY CHOICE® QUANTUM VIEW FLEX GLOBAL VIEW

Track by Number —

>>> Enter a tracking number and select the Track button.

Tracking or InfoNotice Numbers: ⓘ

Enter up to 25 tracking or InfoNotice numbers, one per line.

By selecting the Track button, I agree to the [Terms and Conditions](#).

Track

RECENTLY TRACKED

[Login](#) or [Sign up](#) to view your recently tracked shipments.

Assessment Management Students + Online Testing + Orders + Reports + Structure + Admin +

Order Number: TES8775874 Order Type: Initial

Organization: District A
Parent Organization: Reg XXI Education Service Center
Test Administration: 2018 APR STAAR ENG I-ENG II

Order Contact
Name: DTC Name
Email: dtc@gmail.com
Shipping Address: 123 School Rd.

Order Status

1 Placed 02/06/18
2 Processing Complete
3 Shipping Begun 03/18/18
4 Delivered 03/19/18

Shipment Information
Total Number of Shipments: 1

Shipment 1

Tracking Number	Box Number	Carrier	Estimated Delivery	Shipping Status
1Z2E3R760313363498	361754	UPS	2018/03/19	Delivered

Material ID	Material Name	Quantity
795194	STAAR SHPG MAT 3 IN PAP BANDS	10
803119	STAAR ENGI-ENGII SC RTN UPS DIST SPEC LBL APR18	1

E1 Order Number	PO Number	Order-Status	Grade	Subject	Special Versions	Item Number	Box id number	Item description	Item Quantity
4687256		Delivered				795194	361754	STAAR SHPG MAT 3 IN PAP BANDS	10
4687256		Delivered				803119	361754	STAAR ENGI-ENGII SC RTN UPS DIST SPEC LBL APR18	1
4687256		Delivered				803121	361754	STAAR ENGI-ENGII NONSC RTN UPS LBL APR18	10
4687256		Delivered	EC	E1	P	803456	361754	STAAR ENGI FM1 TB APR18	20
4687256		Delivered	EC	E2	P	803458	361754	STAAR ENGI FM1 TB APR18	20
4687256		Delivered	EC	E1	P	803940	361754	STAAR ENGI AD APR18	20

Initial Orders (Test Materials and Precodes)

Initial Orders – Shipping Address

- Districts should verify shipping address during “Districts submit registration for STAAR and STAAR Alternate 2 paper materials” window.
 - *Structure > Organizations > View & Edit*
 - *Addresses* tab
 - Verify shipping address

The screenshot shows the STAAR Assessment Management interface. The top navigation bar includes links for Students, Online Testing, Orders, Reports, Structure, and Admin. The left sidebar shows the 'Organizations' menu with a 'View & Edit' option. The main content area is titled 'View & Edit Organizations' and displays the 'Organization Profile' for 'DISTRICT, A A A_Do Not Use (000000000)'. The 'Addresses' tab is selected, showing the 'Organization Shipping Address' and 'Organization Mailing Address'. The shipping address is highlighted with a red box and is 6231 Stassney Lane, Expo 10-100, Austin TX 78744. A 'Create New Address' button is visible at the bottom right.

STAAR Assessment Management

Students + Online Testing + Orders + Reports + Structure + Admin +

Organizations

View & Edit

Home / Structure / Organizations / View & Edit Organizations

View & Edit Organizations

DISTRICT, A A A_Do Not Use (000000000)

The physical and shipping addresses for the selected organization are shown below.

NOTE: If the address is incorrect and requires an update, please refer to the TEA website at <http://tea.texas.gov/student.assessment/district/> for instructions on updating the shipping address.

Organization Profile

General Info Addresses Users Structure

Organization Shipping Address

6231 Stassney Lane
Expo 10-100
Austin TX 78744

This address is used for:

- Organization shipping address

Organization Mailing Address

6231 Stassney Lane
Expo 10-100
Austin TX 78744

This address is used for:

- Organization mailing address


Create New Address

Initial Orders – Shipping Address

- If the district's shipping address is incorrect, follow the instructions on TEA's website for making changes.
 - <https://tea.texas.gov/student.assessment/district>
 - If you are a school district and have to change the shipping address, your AskTED coordinator can make this update through [TEAL](#). Make sure to use the physical address where all testing materials are received, not the mailing address where normal correspondence is sent unless they happen to be the same address.
- If materials are due to ship or in process of shipping to the wrong location, contact the Texas Assessment Support Center.

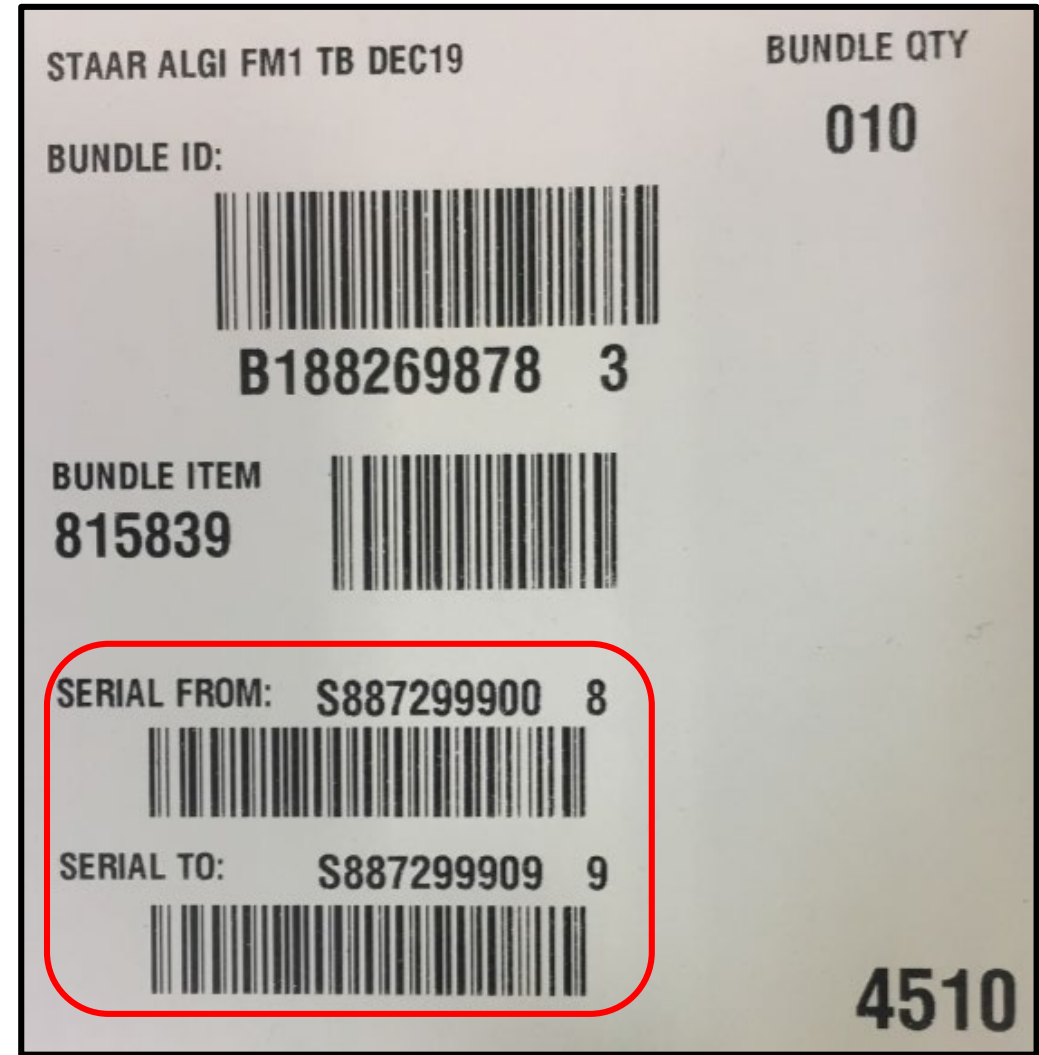
Initial Orders

- Test material shipments arrive in one shipment to the district and are boxed and labeled separately by campus and district overage.
 - For December 2019, if a district placed orders for large print or oral administration materials via Additional Orders from 9/16–10/4, those materials will be boxed at the district level.
- Shipments will include both secure and nonsecure materials.
- Braille orders will ship separately and will arrive no later than one week prior to testing.
- District overage and campus materials will arrive in brown boxes with the exception of the District Box 1 (white box – “BOX 1 OPEN FIRST” sticker).

Date: 10/22/2019	Each Box Label		Box 22 of 23
Order.Box ID:			
	974 : 1		
5864539.1872997	240903-001		
Task: 7617756	UNITED ILS.		
Batch: 823974	UNITED ISD		
0	Secure Materials		
Order # TES9412619	STANDARD QC Code		A
Carton: C08D	Total Pieces: 130	Z03	
DEC 2019 EOC			

Initial Orders

- Districts scheduled for freight shipments will receive test materials and precoded answer documents in a single shipment except for the May and June retest administrations.
- All bundles of test booklets will contain scannable bundle labels.
 - The TO and FROM serial numbers will be printed on each bundle label with a scannable barcode for each.
 - The scannable bundle label will allow scanning of all test booklet ranges without opening individual bundles.



Initial Orders – District Box 1

- District Box 1 (white box – “BOX 1 OPEN FIRST” sticker)
 - District Packing List
 - District Shipping Notice
 - Secondary Copy of Campus Shipping Notices
 - Bill of Lading (BOL)
- Depending on the quantity of materials, this box may contain additional district overage noted on the following slide.



New: Beginning in December, the District Coordinator Kits are available online only. They will be posted to the *Help Documentation* tab in the Assessment Management System on November 18.

Initial Orders – District Overage

- District Overage Box(es) (brown)
 - Shipping Labels (scorable, nonscorable)
 - Paper Bands
 - Answer Documents (blank)
 - Campuses with precodes will receive a small overage of blank answer documents with the CDC barcode printed.
 - Class ID Sheets (blank)
 - Campus and Group ID Sheets (blank)
 - Voided Answer Document ID Sheets (blank)
 - Test Booklet Overage
 - White Box(es) (pre-labeled for scorable return)

DECEMBER 2019

STAAR STATE OF TEXAS ASSESSMENTS OF ACADEMIC READINESS

TEST BOOKLET # S

LAST - NAME FIRST - NAME MI

DATE-OF-BIRTH

MONTHS DAY YEAR

SEX CODE

TEST TAKEN INFO

NEW TO TEXAS

ENROLLED GRADE

STUDENT-ID (to be used for PRE-TEST)

LOCAL STUDENT-ID

AGENCY USE

FOR SCHOOL USE ONLY

DISTRICT - NAME

CAMPUS - NAME

FOR MIGRANT USE ONLY

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Initial Orders – District Overage

- Scorable Return Labels (green)

**TEXAS STAAR
DEC 2019 EOC
SCORABLE RETURN
FREIGHT LABEL**

TO: Inbound Processing
6231 E. STASSNEY LANE
BUILDING 10-100
AUSTIN, TX 78744

INBOUND TRACKING #/Bar Code

****SAMPLE DO NOT USE****

District ID: 123-456 ← District ID

District Name: EXAMPLE ISD ← District Name

BOX of ← Box Counts

815926
[Barcode]

Freight Label (green)

91552 6231 E STASSNEY LN AUSTIN TX 78744 9 LBS 1 OF 1

RS

SHIP TO:
DEC 2019 EOC SCORABLE RETURN
AUSTIN DISTRIBUTION CENTER
BLDG 10-100
6231 E STASSNEY LN
AUSTIN TX 78744

SAMPLE

TX 787 9-43
[Barcode]

UPS GROUND
TRACKING #: 1Z 9C9 500 00 2050 1414

[Barcode]

BILLING: DVP
DESC: Scorable Return
RETURN SERVICE

REF 1: 00703
REF 2: 10545000

WGT: 9.00 LBS 00.00 OZS 00.00

SAMPLE LABEL DO NOT USE ← Green Stripe

12345683
[Barcode]

District ID: 123456 ← District Name and Number

Example ISD

Scorable Box of ← Box Counts

UPS Return Label

Initial Orders – District Overage

- Nonscorable Return Labels (blue)

TEXAS STAAR
DEC 2019 EOC
NONSCORABLE RETURN
FREIGHT LABEL

TO: Inbound Processing
6231 E. STASSNEY LANE
BUILDING 10-100
AUSTIN, TX 78744

INBOUND TRACKING #/Bar Code

****SAMPLE DO NOT USE****

District ID: _____

District Name: _____

BOX _____ of _____

815922

**Freight
Label
(blue)**

District ID

District Name

Box Counts

SHIP TO: 6231 E. STASSNEY LANE
AUSTIN TX 78744 35 LBS 1 OF 1

RS

SHIP TO:
DEC 2019 EOC NONSCORABLE RETURN
BLDG 10-100
6231 E. STASSNEY LANE
AUSTIN TX 78744

TX 787 9-43

UPS GROUND

TRACKING #: 1Z 823 8A3 60 7761 8740

BILLING: NYP
ORIG: Nonscorable Return
RETURN SERVICE

REF: 130229
REF: 2:17040679

SAMPLE LABEL DO NOT USE

12345678

DISTRICT ID: _____

DISTRICT NAME: _____

BOX _____ OF _____

**UPS
Return
Label**

Blue Stripe

District Name
and Number

Box Counts

Initial Orders – Campus Box(es)

- Campus Box(es) (brown)
 - Campus Shipping Notice (Shipping Notice Enclosed)
 - Paper Bands
 - Test Booklets



Initial Orders – Resolve Shortages


- Eliminate shortages by first providing test booklets from the district overage.
- If additional test booklets are needed, move booklets from one campus to another.
 - Keep a record of the security numbers of booklets that are distributed from the overage or moved from one campus to another.
- Districts may opt to test students online if they have a shortage of paper test booklets or place additional orders as needed.
- Test booklets and answer documents may **NOT** be duplicated to resolve shortages.

Initial Orders – Verify Testing Materials

- Locate the District Packing List inside Box 1 (white); this should be used to verify the total number of boxes received for district overage and each campus.
- Freight shipments will contain a pallet map (on each pallet) that will indicate the quantity and location of the district and campus boxes on each pallet.
- Districts do not need to open campus boxes to verify contents; campus testing coordinators will verify test booklet quantities.
- If a discrepancy is found, contact the Texas Assessment Support Center.

Initial Orders – Pallet Map

- Pallet Map

PALLET MAPPING				
Pallet ID: 14327				
				
District Code: 043910		Pallet Box Count: 40		
District Name: Training ISD		Pallet Campus Count: 4		
Pallet Sequence: 1 of 4				
School	Name	Order#	Box Count	Box ID
001	Campus A	TE19149337	16	1301552
				1301553
				1301554
				1301555
				1301556
				1301557
				1301558
				1301559
				1301560
				1301561
				1301562
				1301563
				1301564
				1301565
				1301566
				1301567
003	Campus B	TE19149338	10	1301568
				1301569
				1301570
				1301571
				1301572
				1301573
				1301574
				1301575
				1301576
				1301577
004	Campus C	TE19149339	8	1301578
				1301579
				1301580
				1301581
				1301582
				1301583
				1301584

Initial Orders – District Packing List

- District Packing List

DISTRICT PACKING LIST				
DECEMBER 2019				
DISTRICT: 043910		TRAINING ISD		
CDC#	Campus Name	Order#	Box Count	Pallet IDs
001	Campus A	TE19149337	16	14327
003	Campus B	TE19149338	10	14327
004	Campus C	TE19149339	8	14327
005	Campus D	TE19149340	9	14326, 14327
006	Campus E	TE19149341	16	14326
007	Campus F	TE19149342	11	14326
008	Campus G	TE19149343	3	14326
009	Campus H	TE19149344	8	14325, 14326
010	Campus J	TE19149345	15	14325
011	Campus K	TE19149346	9	14325
042	Campus L	TE19149347	1	14325
043	Campus M	TE19149348	1	14325
044	Campus N	TE19149349	2	14325
045	Campus O	TE19149350	1	14325
046	Campus P	TE19149351	1	14325
047	Campus Q	TE19149352	2	14325
048	Campus R	TE19149353	2	14325
049	Campus S	TE19149354	2	14325
050	Campus T	TE19149355	2	14325
052	Campus U	TE19149356	1	14325
053	Campus V	TE19149357	3	14324
054	Campus W	TE19149358	2	14324
056	Campus X	TE19149359	2	14324
197	Campus Y	TE19149360	1	14324
200	Campus Z	TE19149361	1	14324
000	Campus AA	TE19149362	15	14324
Totals:		Orders: 26	Boxes: 144	Pallets: 4

Initial Orders – Precoded Materials

- Precoded materials arrive in one shipment to the district and are bundled by campus.
- Precoded answer documents will arrive up to three weeks prior to, but no later than, the date noted on the Calendar of Events.
- Districts scheduled for freight shipments will receive test materials and precoded answer documents in a single shipment except for the May and June retest administrations.
- For STAAR EOC administrations, campus bundles are separated by subject.
- Precoded answer documents for students who are registered to test in braille prior to the close of the paper registration window will arrive in an additional, separate shipment no later than the week prior to testing.
- OOD/OOS precoded materials are included in the campus level bundle for the campus where the student is registered to test.

Initial Orders – Precoded Materials

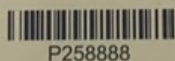
- District Reports
 - District Report Cover Sheet (yellow)
 - STAAR OOD/OOS Report (district summary of total counts by subject for each campus)
 - Includes regular, OOD, and OOS student counts
 - District Precode Monitor List
 - Includes one sheet per subject per campus with total student counts
- After the District Reports documents, campus bundles are packed by campus in the order listed on the following slides.

Initial Orders – Precoded Materials

District Reports

District Code
258888

District Name
Dev Testing Org



P258888

STAAR EOC
OOD/OOS Report
December 2019

Page 1/1

OOD/OOS Report

Students With

Subject/County/District Code/District/Campus	Regular	Out-Of-Dist
Algebra 1		
258888 Dev Testing Org	20	
258888883 D2D Campus3	20	
Biology		
258888 Dev Testing Org	20	
258888883 D2D Campus3	20	
English 1		
258888 Dev Testing Org	20	
258888883 D2D Campus3	20	
English 2		
258888 Dev Testing Org	18	
258888883 D2D Campus3	18	
US History		
258888 Dev Testing Org	20	
258888883 D2D Campus3	20	

STAAR End of Course

District Pre-Code Monitor List

December 2019

Algebra 1

Page 1/5

County/District Code/District/Campus	Total Pre-Code Answer Documents
258888 Dev Testing Org	20
258888883 D2D Campus3	20

Initial Orders – Precoded Materials

- STAAR Package Contents List (one per bundle)
 - First Student Name
 - Last Student Name
 - Count of Precoded Answer Documents

Campus Bundle:
1 OF 1

**STAAR
Package Contents List**

District: **Dev Testing Org**
Campus: **D2D Campus3**
Campus ID: **258888883**
ADMIN: **December 2019**


Verification Roster

First Student Name: **AAAAAAAAAAAAAAAA, AAAAAAAAAA A**

Last Student Name: **0000000000000000, 0000000000 0**

Class ID Sheets:	6	OOD-OOS Sheets:	0
Campus ID Sheets:	6	Precoded Answer Docs:	98
Void ID Sheets:	2	Blank AD Sheets:	10

Bundle ID:


00000001

1

Initial Orders – Precoded Materials

- Campus Bundle (first)
 1. Pre-bubbled Campus ID Sheet(s) (CDC barcode)
 2. Blank Campus ID Sheet(s) (generic barcode)
 3. Class ID Sheet(s) (printed with campus and district name)
 4. Blank Class ID Sheet(s) (no CDC barcode)
 5. Pre-bubbled Void ID Sheet(s) (CDC barcode)
 6. Blank Void ID Sheet(s) (generic barcode)
 7. Campus Roster
 8. Instructions

Initial Orders – Precoded Materials

1. Pre-bubbled Campus ID Sheet (CDC barcode)

STAAR
State of Texas
Assessments of
Academic Readiness

CAMPUS AND GROUP IDENTIFICATION SHEET

Campus and Group Identification Sheets must be submitted for each test administration. Complete a separate Campus and Group Identification Sheet for each group (grade or course) tested on each campus. Reports and labels will be generated for all documents placed under this identification sheet. Do not include voided answer documents under this identification sheet.

Computer-printed Campus and Group Identification Sheets have been provided. If the information in the first four entries (1. Campus Name, 2. District Name, 3. County-District Number, and 4. Campus Number) is correct as printed, you may proceed directly to entry 5. If not, you must use a blank (that is, not computer-printed) Campus and Group Identification Sheet and begin at entry 1.

CAMPUS NAME: D2D Campus3
DISTRICT NAME: Dev Testing Org

3. COUNTY-DISTRICT NUMBER
2 5 8 - 8 8 8

4. CAMPUS NUMBER
8 8 3

5. NUMBER OF ANSWER DOCUMENTS SUBMITTED

6. IDENTITY GROUP

STAAR ENGLISH and STAAR SPANISH

Grade 3 ☐
Grade 4 ☐
Grade 5 ☐
Grade 6 ☐
Grade 7 ☐
Grade 8 ☐

STAAR END-OF-COURSE

Algebra I ☐
Algebra II ☐
English I ☐
English II ☐
English III ☐
Biology ☐
U.S. History ☐

Warning: Failure to provide an exact count in entry 5 will cause a delay in processing your district's results.

0445504

2. Blank Campus ID Sheet (generic barcode)

STAAR
State of Texas
Assessments of
Academic Readiness

CAMPUS AND GROUP IDENTIFICATION SHEET

Campus and Group Identification Sheets must be submitted for each test administration. Complete a separate Campus and Group Identification Sheet for each group (grade or course) tested on each campus. Reports and labels will be generated for all documents placed under this identification sheet. Do not include voided answer documents under this identification sheet.

Computer-printed Campus and Group Identification Sheets have been provided. If the information in the first four entries (1. Campus Name, 2. District Name, 3. County-District Number, and 4. Campus Number) is correct as printed, you may proceed directly to entry 5. If not, you must use a blank (that is, not computer-printed) Campus and Group Identification Sheet and begin at entry 1.

CAMPUS NAME:

3. COUNTY-DISTRICT NUMBER

4. CAMPUS NUMBER

5. NUMBER OF ANSWER DOCUMENTS SUBMITTED

6. IDENTITY GROUP

STAAR ENGLISH and STAAR SPANISH

Grade 3 ☐
Grade 4 ☐
Grade 5 ☐
Grade 6 ☐
Grade 7 ☐
Grade 8 ☐

STAAR END-OF-COURSE

Algebra I ☐
Algebra II ☐
English I ☐
English II ☐
English III ☐
Biology ☐
U.S. History ☐

Warning: Failure to provide an exact count in entry 5 will cause a delay in processing your district's results.

0445501

Initial Orders – Precoded Materials

3. Class ID Sheet (printed with campus and district)

STAR
State of Texas
Assessment of
Academic Readiness

CLASS IDENTIFICATION SHEET

BEFORE COMPLETING THIS FORM, PLEASE READ THE INSTRUCTIONS ON THE REVERSE SIDE.
NOTE: At least ONE Class Identification Sheet must be completed for each group (grade or course) tested on each campus.

1. CAMPUS AND DISTRICT NAMES
CAMPUS NAME: D2D Campus3
DISTRICT NAME: Dev Testing Org

2. GROUP (mark one only)
STAR ENGLISH and STAR SPANISH
STAR END-OF-COURSE
Grade 3 Algebra I
Grade 4 Algebra II
Grade 5 English I
Grade 6 English II
Grade 7 English III
Grade 8 Biology
Grade 9 U.S. History

3. NAME

4. NUMBER OF ANSWER DOCUMENTS SUBMITTED UNDER THIS IDENTIFICATION SHEET

0568845

4. Blank Class ID Sheet (no CDC barcode)

STAR
State of Texas
Assessment of
Academic Readiness

CLASS IDENTIFICATION SHEET

BEFORE COMPLETING THIS FORM, PLEASE READ THE INSTRUCTIONS ON THE REVERSE SIDE.
NOTE: At least ONE Class Identification Sheet must be completed for each group (grade or course) tested on each campus.

1. CAMPUS AND DISTRICT NAMES
CAMPUS NAME:
DISTRICT NAME:

2. GROUP (mark one only)
STAR ENGLISH and STAR SPANISH
STAR END-OF-COURSE
Grade 3 Algebra I
Grade 4 Algebra II
Grade 5 English I
Grade 6 English II
Grade 7 English III
Grade 8 Biology
Grade 9 U.S. History

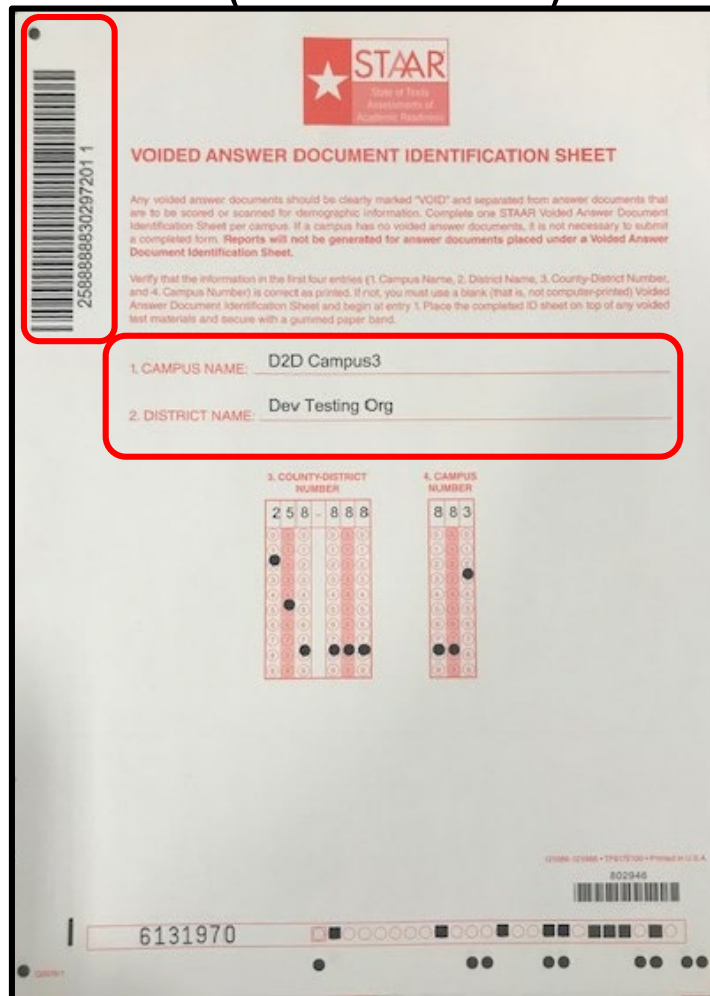
3. NAME

4. NUMBER OF ANSWER DOCUMENTS SUBMITTED UNDER THIS IDENTIFICATION SHEET

0568842

Initial Orders – Precoded Materials

5. Pre-bubbled Void ID Sheet (CDC barcode)



STAAR
State of Texas
Assessments of
Academic Readiness

VOIDED ANSWER DOCUMENT IDENTIFICATION SHEET

Any voided answer documents should be clearly marked "VOID" and separated from answer documents that are to be scored or scanned for demographic information. Complete one STAAR Voided Answer Document Identification Sheet per campus. If a campus has no voided answer documents, it is not necessary to submit a completed form. Reports will not be generated for answer documents placed under a Voided Answer Document Identification Sheet.

Verify that the information in the first four entries (1. Campus Name, 2. District Name, 3. County-District Number, and 4. Campus Number) is correct as printed. If not, you must use a blank (that is, not computer-printed) Voided Answer Document Identification Sheet and begin at entry 1. Place the completed ID sheet on top of any voided test materials and secure with a gummed paper band.

1. CAMPUS NAME: D2D Campus3

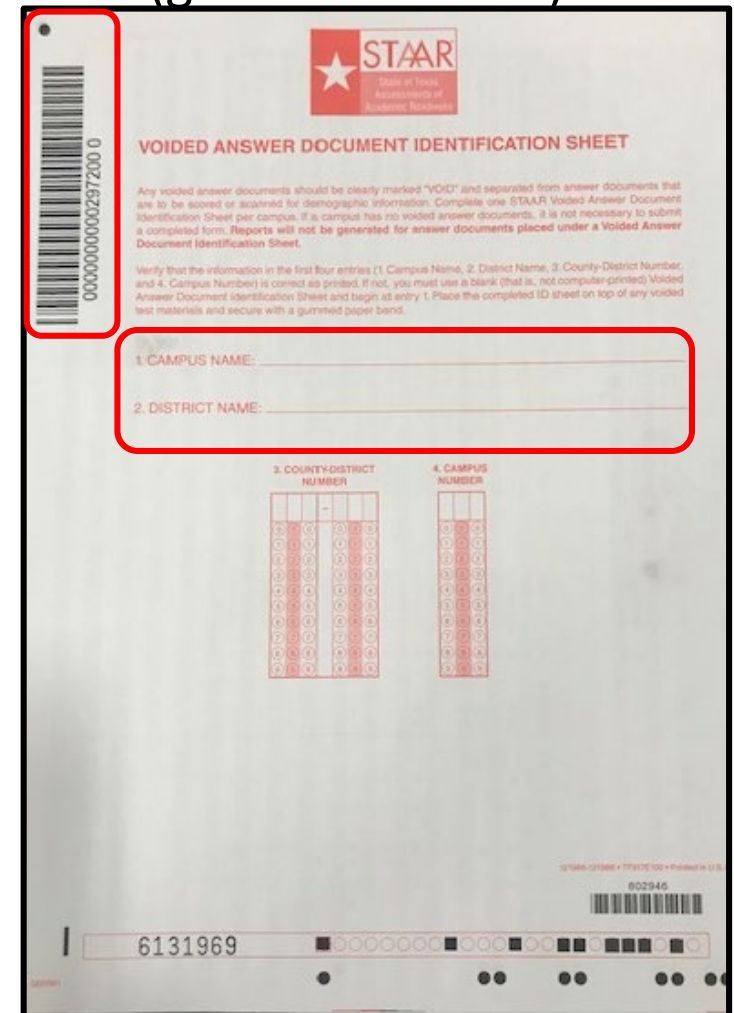
2. DISTRICT NAME: Dev Testing Org

3. COUNTY-DISTRICT NUMBER: 258-888

4. CAMPUS NUMBER: 883

6131970

6. Blank Void ID Sheet (generic barcode)



STAAR
State of Texas
Assessments of
Academic Readiness

VOIDED ANSWER DOCUMENT IDENTIFICATION SHEET

Any voided answer documents should be clearly marked "VOID" and separated from answer documents that are to be scored or scanned for demographic information. Complete one STAAR Voided Answer Document Identification Sheet per campus. If a campus has no voided answer documents, it is not necessary to submit a completed form. Reports will not be generated for answer documents placed under a Voided Answer Document Identification Sheet.

Verify that the information in the first four entries (1. Campus Name, 2. District Name, 3. County-District Number, and 4. Campus Number) is correct as printed. If not, you must use a blank (that is, not computer-printed) Voided Answer Document Identification Sheet and begin at entry 1. Place the completed ID sheet on top of any voided test materials and secure with a gummed paper band.

1. CAMPUS NAME: _____

2. DISTRICT NAME: _____

3. COUNTY-DISTRICT NUMBER: _____

4. CAMPUS NUMBER: _____

6131969

Initial Orders – Precoded Materials


7. Campus Roster

STARS PROGRAM-BOC SUBJECT-B1																										
District: 258888-Dev Testing Org																										
Campus: 25888888-000 Campus																										
Group: SEC FIVE RIGHT																										
OR LAST	FIRST	MC	OR DOB	PEIMS ID	PRE-ID	LINKAGE	STUDENT	HOME CDC	ODD/B	MIN	I	A	B	P	M	ED	TIA	MI	L	B	SSL	SE	OT	AR	CT	LC
06	0000000000000000	000000000000	E	M	20070707	998058005	1000152160970120	258888883	0		0	1														
06	0000000000000000	000000000000	M	M	20010101	998058036	1000152190970120	258888883	0																	
06	0000000000000000	000000000000	M	M	20010101	998058041	1000152200970120	258888883	0		1	1	1	0												
06	0000000000000000	000000000000	M	M	20020202	998058051	1000152210970120	258888883	0		1	1														

STARS PROGRAM-BOC SUBJECT-A1																										
District: 258888-Dev Testing Org																										
Campus: 25888888-000 Campus																										
Group: NO GROUP NAME GIVEN																										
OR LAST	FIRST	MC	OR DOB	PEIMS ID	PRE-ID	LINKAGE	STUDENT	HOME CDC	ODD/B	MIN	I	A	B	P	M	ED	TIA	MI	L	B	SSL	SE	OT	AR	CT	LC
06	0000000000000000	000000000000	A	M	20010101	990005901	1000152220970120	258888883	0																	
06	0000000000000000	000000000000	E	M	20050505	990051005	1000152180970120	258888883	0		0	1														
06	0000000000000000	000000000000	J	F	20101010	990051010	1000152370970120	258888883	0		0	1														
06	0000000000000000	000000000000	B	M	20010101	990005902	1000152230970120	258888883	0			1	1													
06	0000000000000000	000000000000	C	M	20010101	990005903	1000152240970120	258888883	0		1	0	1													
06	0000000000000000	000000000000	D	M	20010101	990005904	1000152250970120	258888883	0					1	1	1										
06	0000000000000000	000000000000	E	M	20010101	990005905	1000152260970120	258888883	0		1	0	1													
06	0000000000000000	000000000000	E	M	20070707	998058005	1000152360970120	258888883	0		0	1														
06	0000000000000000	000000000000	F	M	20010101	990005906	1000152270970120	258888883	0		0															
06	0000000000000000	000000000000	G	M	20010101	990005907	1000152380970120	258888883	0																	
06	0000000000000000	000000000000	H	M	20010101	990005909	1000152290970120	258888883	0			0	1													
06	0000000000000000	000000000000	I	F	20010101	990005910	1000152300970120	258888883	0		0	1														
06	0000000000000000	000000000000	J	F	20010101	990005912	1000152320970120	258888883	0																	
06	0000000000000000	000000000000	K	F	20010101	990005911	1000152310970120	258888883	0		0															
06	0000000000000000	000000000000	L	F	20010101	990005912	1000152320970120	258888883	0																	
06	0000000000000000	000000000000	M	M	20010101	990005913	1000152330970120	258888883	0																	
06	0000000000000000	000000000000	N	M	20010101	990005914	1000152340970120	258888883	0																	
06	0000000000000000	000000000000	0	M	20010101	998058036	1000152190970120	258888883	0																	
06	0000000000000000	000000000000	0	M	20010101	998058041	1000152200970120	258888883	0		1	1	1	0												
06	0000000000000000	000000000000	0	M	20020202	998058051	1000152210970120	258888883	0		1	1														
06	0000000000000000	000000000000	0	M	20010101	990005915	1000152350970120	258888883	0		1	0	1													

NOE, CH, JAY, S, JAMES, CHRISTOPHER, S

8. Instructions



Instructions for Verifying Precoded Student Information

Your district will receive precoded answer documents that are based on information provided by your school district for the Public Education Information Management System (PEIMS) file on record at the Texas Education Agency, or information provided to the testing contractor by your school district. You will also receive a Campus Student Precoded Roster, which includes data on all students for whom precoded answer documents have been produced.

Student identification information and data on the precoded materials must be verified (and, if necessary, corrected) before testing begins. Only school personnel selected by the campus coordinator, in cooperation with the school principal, are permitted to verify and correct this information.

Verifying and Correcting Student Information on Precoded Answer Documents

Each student's name, PEIMS student identification number, and date of birth must be checked for accuracy and completeness, along with other information on the precoded answer documents (sex, enrolled grade, and demographic and program participation information). Use the gridding information in Appendix A of the 2018 District and Campus Coordinator Manual and the instructions below to carry out this task. If you have not received a precoded answer document for a student who needs to test, you will need to hand-grid an answer document for that student.

If the information on a precoded answer document is correct and complete, that information should NOT be printed or hand-gridded on the front of the answer document.

To make corrections or additions to the information provided on the precoded answer document, follow these instructions.


- ☐ **Inaccurate student first and last name, PEIMS student identification number, or date of birth:**
 - Step 1: Void the precoded answer document by writing "VOID" in large, bold letters across the student information grids. Do not mark through the bar codes on the answer document.
 - Step 2: On a blank answer document, print and hand-grid the correct information in the appropriate fields. You must also print and hand-grid all other information and data from the precoded document or the Campus Student Precoded Roster. Use only a No. 2 pencil.
 - Step 3: Place all voided answer documents under a Voided Answer Document Identification (ID) Sheet and return with the **scorable** materials. Any unused precoded answer documents (student moved, tested in different mode, etc.) should also be voided and returned under a Voided Answer Document ID Sheet.
- ☐ **Any other inaccurate precoded information:**
 - Step 1: Retain the answer document.
 - Step 2: Hand-grid the correct information in the appropriate field on the answer document. Use only a No. 2 pencil. Do not hand-grid any field other than the one(s) being corrected.

Except for the student first and last name, PEIMS student identification number, and date of birth, information that is hand-gridded will override information precoded on the answer documents.

Hand-gridded information does not change student information contained in a PEIMS file at the Texas Education Agency; it only updates information for the current test administration.


It is important that a student's identification information be the same for all test administrations. Any changes to the student's name, PEIMS student identification number, or date of birth may result in multiple records for the student.

12/15/18 (08/2018) - 07/11/18 1.4 - Printed in U.S.A.
804192



Initial Orders – Precoded Materials

- Campus Precode Bundles
 - Campus Precodes (Each subject, and group within subject if applicable, is bundled separately.)
 - Blank Overage Answer Documents (CDC barcode); (All subjects are bundled together.)

DISTRICT	CAMPUS
Dev Testing Org	D2D Campus3
258888	258888883
SUBJECT	TEST GRADE
REGISTERED GROUP NAME	
Overage Answer Documents	
CAMPUS CARTON ID	
00000001	
SERIAL NUMBER	
QTY	
6	
	
S8424482558	
	1

Additional Orders

Additional Orders

- Additional materials orders are placed at the district level.
 - NOTE: Additional orders for braille kits must be placed by contacting the Texas Assessment Support Center and completing a Braille Material Kit Additional Order Form.
 - This is only required if the student was not registered as a braille test taker during the “Districts submit registrations for STAAR and STAAR Alternate 2 paper materials” window on the Calendar of Events.
- Best Practice: Compare the quantity of initial materials you are to receive with test registration counts to determine additional materials needed.
 - Reports > Students > Test Registration Report

Additional Orders

- Place additional orders via Orders > Additional Materials.
- Additional Materials Order Types:
 - Manuals and Brochures
 - Blank Identification Sheets
 - Packing and Shipping Materials
 - Blank Answer Documents
 - Large Print Kits
 - Secure Test Booklets
- Note: Each submission creates a new additional order.

Additional Orders

Assessment Management Students + Online Testing + Orders + Reports + Structure + Admin +

Home / Orders / Additional Materials

Additional Materials

Step: 1 2 3

District users may place orders for additional materials as needed anytime during the additional materials ordering window as noted in the Calendar of Events. Orders placed by the deadline will be received prior to the start of the test administration. Placing an additional order is a three-step process. All three steps must be completed to successfully place an order. Additional orders may be tracked via Orders>View & Track

- Step 1, select a test administration and district, verify contact and shipping address information, then click the **Continue** button to proceed.
- Step 2, Enter quantities of materials needed and click **Continue**.
- Step 3, Review order and click **Submit Order**.

- If the shipping address displayed is incorrect and requires an update, please refer to TEA's website at <https://tea.texas.gov/student-assessment/district/> for instructions on updating the shipping address.
- Orders for additional braille materials must be placed directly with the Texas Assessment Support center. Contact the Texas Assessment Support Center at 855-333-7770 or at STAAR3-8@ets.org or STAAREOC@ets.org for assistance.

Refer to *Section 8.4: Additional Materials Orders* of the *STAAR Assessment Management System User's Guide* for specific instructions on placing additional orders.

Special Announcement For the STAAR December 2019 EOC Administration: Beginning with the December 2019 EOC administration, initial orders for test booklets will be based off of paper registrations identified in the Assessment Management System at the close of the Precode Window. Registrations with oral administration or large print indicated will have the corresponding test booklets included with the district's initial order, packaged at the campus level. Districts that are unable to identify students needing oral administration or large print test booklets directly in a student's registration during the precode window, may alternately order oral administration and large print test booklets via the Additional Materials order process. The Additional Materials ordering window will be opened up early to coincide with the precode registration window (September 16, 2019 - October 4, 2019) to facilitate district ordering of oral administration and large print via this method. Additional material orders placed during the precode window are separate orders from a district's initial order and packaged at the district level but will be shipped along with the district's initial order, when possible. The Additional material orders window will be reopened with the full set of test materials to choose from during its regularly scheduled window (November 11, 2019 - December 3, 2019).

Select Criteria

Select Test Admin *
2019 DEC STAAR EOC

District *
A A A_Do Not Use [000000000]
No region provided [022950000]

☐ Braille Material

Order Contact

Ordering Contact's Name *
CHRISTY SASSMAN

Phone
(210) 659 - 7688

Email
cmsassman@gmail.com

Additional Orders

STAAR
Assessment Management

Orders

View & Track

Participation Counts

Additional Materials

Additional Reports

Late Precodes

Rescore Requests

Other Rescores

ADPL

ADPL Scans

Program Materials

Students + Online Testing + Orders + Reports + Structure + Admin +

Home / Orders / Additional Materials / Order Quantities

Order Quantities

Step: 1 2 3

In **Step 2**, select *All Materials* from the *Material Types* dropdown to order or edit materials from multiple categories. To order or edit materials from a single category, select a *Material Type*.

To order materials, enter the quantities in the fields shown below.

Click the *Continue* button to proceed to Step 3.

Select Quantities

Material Categories
All Materials

Material ID	Material Name	Unit Description	Max Order Insert Quantity
STAAR Large-Print Kits			
815850	STAAR Algebra I Large Print Kit-December 2019	1 kit	200 kits <input type="text"/> kit(s)
815852	STAAR English I Large Print Kit-December 2019	1 kit	200 kits <input type="text"/> kit(s)
815854	STAAR English II Large Print Kit-December 2019	1 kit	200 kits <input type="text"/> kit(s)
815856	STAAR Biology Large Print Kit-December 2019	1 kit	200 kits <input type="text"/> kit(s)
815858	STAAR U.S. History Large Print Kit-December 2019	1 kit	200 kits <input type="text"/> kit(s)

Barcode Files

Barcode Files

- ETS will provide electronic serialized test booklet information to select vendors (Test Hound, PC Pal Solutions, and RAMIS) for the December 2019 administration.
- Districts can also download a copy of these files from the Assessment Management System via *Reports > Orders > Test Booklet Serial Number Report*.
 - Available on the same date as the “Materials list available” date on the Calendar of Events (October 28, 2019)
 - Contains list of serial numbers of STAAR booklets assigned and shipped to district; can use to scan upon receipt
 - Includes initial shipments and will update nightly as additional orders are fulfilled

Barcode Files

STAAR
Assessment Management

Students + Online Testing + Orders + Reports + Structure + Admin +

?

Reports

Directory

Organizations

Online Testing

Students

Orders

Results

Report Access

Online Reporting

Texas Data Portal

Download

Initial Order Quantity Report

Contents: This district level report lists the quantity of testing materials a district is scheduled to receive with their initial materials order. The report identifies the quantity of materials by campus and district coverage. Quantities in the report are actual quantities, not bundles or packages, unless otherwise noted.

Uses: Use this report to verify initial materials order shipments and to help identify additional material needs prior to an administration.

The report is made available per the dates indicated in the Calendar of Events (Materials Lists Available) and corresponds to the opening of the additional materials order window.

NOTE: Initial materials orders are determined by paper based registration counts provided for the administration. Refer to [Section 8.2 Initial Orders](#) of the *STAAR Assessment Management System User's Guide* for more information.

Test Administration *

Select a Test Administration ▼

District *

SAN ANTONIO SCHOOL FOR INQUIRY ...
REGION XX ESC [015950000]

Download

Test Booklet Serial Number Report

Contents: The Test Booklet Serial Number Report report is a cumulative CSV file that includes a list of serial numbers for all test booklets included in initial and additional materials orders for the selected organization.

Uses: Sort and filter this report by the available fields (Serial Number Range, Organization Code, Organization Name, Item Number, Material Name, Box ID, Bundle ID, Quantity, Serial Number From, Serial Number To, and Sales Order Number) to help verify receipt and return of all test booklets.

Updates: This report is updated each time a new order is fulfilled beginning with initial orders. This occurs on an on-going basis throughout the initial and additional material order windows and 1-2 weeks after the window closes to account for additional orders placed through the Texas Assessment Support Center.

Test Administration Date *

Select a Test Administration Date ▼

District *

A A A_Do Not Use [000000000]
No region provided [022950000]

Download

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Questions

Trainings

Upcoming Webinars

Visit <http://www.TexasAssessment.gov/administrators/training/> to register for upcoming trainings and view past webinars.

- **Group Rostering in the Online Reporting Suite**
 - November 14, 2019, 1:30 p.m. – 3:00 p.m. (CT)
 - Register [here](#)
- **December 2019 Material Returns**
 - December 5, 2019, 1:30 p.m. – 3:00 p.m. (CT)
 - Register [here](#)
- **Preparing for the Release of December 2019 Scores**
 - January 9, 2020, 1:30 p.m. – 3:00 p.m. (CT)
 - Register [here](#)

Customer Support

- Texas Assessment Support Center
- Monday–Friday
- 8:00 a.m.–5:00 p.m. (CT)
- 855-333-7770
- STAAREOC@ets.org or STAAR3-8@ets.org
- Click the chat link in the *Help Documentation* tab in the STAAR Assessment Management System.